

1 March 1965

MEMORANDUM FOR: Participants in the Technical Services
Division R&D Seminar

SUBJECT: Seminar Details

REFERENCE: Memorandum from DDP to Addressees
Requesting their Participation in TSD Seminar

1. As noted in the referenced memorandum, the Technical
Services Division R&D Seminar will be held this year at [REDACTED]
[REDACTED] on Monday and Tuesday, 22 and 23 March 1965.

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2. Air transportation to [REDACTED] for the participants will
leave the [REDACTED] National Airport at 0830 Monday, 22 March.
Return air transport will arrive at the same terminal at approximately
2000 Tuesday, 23 March. Those participants who wish to drive private
cars may do so, but are requested to inform [REDACTED] x2841,
before 10 March so that their names will be removed from the air
manifest and that [REDACTED] gate guards will be notified of their
expected time of arrival.

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3. Participants will be housed in double rooms at [REDACTED]
Towels and soap will be provided. Morning and evening meals will be
eaten in the Mess Hall; noon meals will be provided at [REDACTED]
Following a custom established at previous seminars, an open, self-
service bar will be provided at [REDACTED] Seminar participants
using its facilities will be charged a pro-rated portion of the total bar
expenses incurred during the seminar.

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4. Extensive written briefing material on the subjects to be
discussed at the seminar will be furnished to the participants approxi-
mately a week beforehand. [REDACTED] will schedule an appointment
with each participant to deliver the briefing material and discuss the
seminar objectives with them. The participants are requested to bring
the briefing material with them to the seminar.

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5. Each participant is also requested to provide [REDACTED] with his Agency badge number and grade by 10 March for security and administrative needs. Any questions regarding the Seminar should be directed to the writer who will act as its chairman.

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Distribution:

1 ea. Seminar Participant

GROUP 1
Excluded from automatic
downgrading and
declassification

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